

## WELCOME TO CENTREX WITH FUJITSU'S DIGITAL SET, SRS-9924

Congratulations on your selection of a new customized communications system---Bell Atlantic *Centrex* ISDN with the SRS-9924. This dialing instruction card is a quick reference on how to use the most common ISDN features with your telephone set. If you need more detailed information on any feature, see your set's User Guide.

### Dialing Plan for Duquesne University

#### To call another *Centrex* Station:

Dial Last 4 digits of the telephone number.

### YOUR FUJITSU SRS-9924

The following instructions explain how to use the basic features of your phone set.

### Set Instructions

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#### HOLD

Place a call on hold

- Press **HOLD** key; when line lamp flashes, call is on hold

To return to call on hold

- Press **flashing line button**

To make another call

- While you're on a call---press **idle line button**; first call is automatically placed on hold
- **Dial number** for second call

To answer another call

- When you're on a call and another line rings---press **ringing line button**; you're connected to second call and first call is automatically on hold
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### CALL TRANSFER

Transfer a call inside your *Centrex*

- Press **TRAN** key
- Listen for dial tone
- **Dial number**† where call should go
- When party answers, **announce call**
- Press **TRAN** key and hang up

†If busy, no answer, or wrong number, press **DROP** key, and then press the flashing line button to return to original call.

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### THREE-WAY CONFERENCE CALLING

Add a third party to a call

- Press **CONF** key
- Listen for dial tone
- **Dial third party**†
- When third party answers---press **CONF** KEY three-way call is connected

†If busy, no answer, or wrong number, press **DROP** key, and then press the flashing line button to return to original call.

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### CALL FORWARDING

Forward calls to another line

To program a forwarding number

- Lift receiver or press **SPKR** key
- **Dial \*19**; wait for dial tone
- **Dial number** where calls should go; wait for confirmation tone, and hang up

To forward calls

- Press **CALL FWD** key; lamp goes on

To cancel Call Forwarding

While Call Fwd lamp is on --press **CALL FWD** key, lamp goes off

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## INTERCOM

Call a member of your intercom group

- Lift receiver
- Press **ICOM** KEY
- Dial person's two digit intercom number
- Talk to the recipient

The recipient's phone sounds an alert tone, immediately answers the call, and activates the speaker.

To answer an Intercom call

- Simply **speak towards phone**, or for private conversation -- **lift handset**.

To answer an Intercom call while on another call

- Press **ICOM** key: you're connected to second call and first call is automatically on hold
- To return to first call—**press flashing line button**
- To alternate between calls—**press appropriate buttons** -- hold is automatic

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## MENU MODE AND SOFTKEYS

The procedures to set local features require the use of the softkeys located below the display.

To see the names of the softkeys:

- Press **MENU**. The names appear on the second line of the display above the keys.
- Press **MENU** again to redisplay the information displaced by the softkey labels.

You can use the softkeys any time, whether or not the names are showing.

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## ONE-TOUCH DIALING

Dial a stored number by pressing a single key

To program a one-touch key

- Press **OPTIONS**; dial 1; press **ENTER**
- Select key you're programming---**press key** with unlit lamp
- Dial number (up to 30 digits) that you're storing
- Press **ENTER**; lamp turns green
- To program another one-touch key---repeat steps 2 - 4
- To exit---press **EXIT**

To re-program a key

- Follow instructions above, pressing the one-touch key you wish to change in step 2

To place a call with a one-touch key

- Lift receiver. Press key
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## CALENDAR AND CLOCK

Set the date and time shown in your display

- Press **OPTIONS**; dial 2; then press **ENTER** twice.
  - Dial number of current hour; press **ENTER**
  - Dial number of current minute; press **ENTER**
  - Dial 0 for a.m. or 1 for p.m.; press **ENTER**
  - Dial number of current year; press **ENTER**
  - Dial number of current month; press **ENTER**
  - Dial number of current date; press **ENTER**; display shows: **COMPLETED**
  - To exit---press **EXIT**
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## UNA

To view unanswered call log

If you have unanswered calls, a black dot appears next to the word UNA. If the dot is blinking, there have been eight or more such calls and the log is full.

To see the data for each unanswered call

- Press **UNA**

Each time you press UNA, the data for the next unanswered call is displayed.

To delete a call record

- Press **UNA** until the record is displayed
- Press # and **CLEAR**

To see or delete the next UNA record, you must press UNA again.

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## RINGER SERVICE MODE

Change the volume and tone of the ringer

To Enter Ringer Service Mode:

- Press **OPTIONS**, dial 7, then press **ENTER** twice.

To set ringer volume or tone:

- Enter Ringer service mode, dial 1 to set volume or 2 to set tone, then press **ENTER** twice.
  - Dial the desired option number. The phone rings once at the selected volume / tone.
  - When you hear the option you like, press **ENTER**.
  - To change another setting, you can press \* to return to the menu mode or to quit, press **EXIT**.
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## PERSONAL DIRECTORY

Store or edit entries in your personal directory

- Press **L-DIR** to access the directory
- Using the # key to scroll forward, and the \* key to scroll backward, go to the directory entry to change, or the next available entry, then press **EDIT**.
- Enter the phone number you wish to store, then press **ENTER**.
- Enter the name†, then press **ENTER**.
- Press **ENTER** to program another entry, or press **EXIT** to quit.

† Press the keypad numbers corresponding to the letters in the name.

The first press of a keypad digit displays the first letter from the group of letters for that key, such as 2 for ABC, 3 for DEF, etc. The first letter of the group appears on the display. The second press of that key displays the second letter, such as B or E. The third press shows the third letter.

Press the # key when the display shows the letter you want. For each space you want, press \* followed by #. For numeric entries, press **NUM**. To correct or delete an entry press **CLEAR**

To place a call to a number in your directory:

- Press **L-DIR** to access the directory.
  - Scroll to the name of the person you want to call, or enter the Directory Address (01, 02, etc.) for that person.
  - Press the # key to scroll forward and \* to scroll back.
  - Lift the handset or press **SPKR** to place your call.
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